Writing a Professional Email

Use the checklist and the example to write a clear email for school or work. Then check it before you send it.

Name _____ · Date _____

Email checklist

1. Greeting
2. Who am I?
3. What do I want?
4. Why am I asking this person?
5. Why should they do what I am asking?
6. What are the next steps?

Also add: a short subject line, a closing (such as "Thank you") and your name.

Example: asking a coworker to switch shifts

To: Sam Ortiz · **Subject:** Can you switch shifts this Saturday?

Hi Sam, 1
This is Maya from the front counter. 2
Could you work my Saturday shift, 9 a.m. to 1 p.m.? 3
You said you wanted more hours, so I asked you first. 4
I have a family event. I can take your Tuesday night shift in return. 5
Please let me know by Thursday so I can tell our manager. 6

Thank you,
Maya

Pick one scenario

- ☐ Email your teacher to ask for more time for a project.
- ☐ Email a coworker to ask them to switch shifts with you.
- ☐ Email the owner of a local company to ask about summer internships.

Write your email

To: _____ **Subject:** _____

Before you send, check the tone

- Be clear.
- Be concise.
- Be polite and professional.

Stay safe online

- Anything you send can be saved or forwarded.
- Don't share private information, such as your Social Security number, by email.
- Never share your passwords.

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